

# DISPLAY TIMESHEET



## QUICK REFERENCE CARD

Employees whose working time is entered in a third party time clock system and interfaced into SCEIS will be able to see their working time in the My Timesheet Display tile.

## PROCESS

1. Under the Employee Self-Service section, click the **My Timesheet Display** tile. You should now see the timesheet.
2. The working time that has been interfaced from the third party time clock system to SCEIS should appear in the Time Assignment section. Any leave that has been approved and posted successfully overnight will also appear.

My TimeSheet  
Display  
Display TimeSheet



Note: The My Timesheet Display tile is read only. You cannot make changes to time or leave entries in this tile.

My Timesheet														
Nov 2017 - Dec 2017														
MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	
27	28	29	30	1	2	3	4	5	6	7	8	9	10	
Nov 29														
(08:00 hours)														
<input type="checkbox"/> Attendance hours				-		-			08:00				Approved >	
Nov 30														
(08:00 hours)														
<input type="checkbox"/> Attendance hours				-		-			08:00				Approved >	
Dec 1														
(08:00 hours)														
<input type="checkbox"/> Attendance hours				-		-			08:00				Approved >	
Dec 4														
(08:00 hours)														
<input type="checkbox"/> A1.Annual Leave				-		-			08:00				Approved	

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**